



# LAKE CARMEL PARK DISTRICT

Town of Kent  
25 Sybil's Crossing, Kent Lakes, NY 10512

(845) 306-5602

Fax (845) 225-5130

Email: [lcpdclerk@townofkentny.gov](mailto:lcpdclerk@townofkentny.gov)

Lake Carmel Community Center Board of Director  
Patricia Ravert, Chairperson  
Dave Radovich, Vice Chairperson  
Maria Occhino Bob Schwartz  
Angela Verity Lisa Adasek

Dear \_\_\_\_\_,

As per our discussion, we have booked the \_\_\_\_\_ of the Lake Carmel Park District Community Center, at 10 Huguenot Road on \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_ (Renter gets a 4 hour window; 1 hour cleanup/setup prior & 1 hour cleanup after) Any music being played will have to be lowered by the 10pm curfew. The rental fee is \$ \_\_\_\_\_, with a separate check for the deposit of &150.00. Rental fee and insurance certificates must be received at least seven days prior to your events. Deposit will be returned seven days from the rental date, provided the facility left undamaged.

Below is a list of "ground rules" for the facility:

- 1.) Renter will clean up garbage and deposit in provided receptacles. No food is to be left in the refrigerator.
- 2.) Purpose of use: \_\_\_\_\_. No food preparation is allowed on site
- 3.) Renter agrees to pay for any damages that occur during the use of the facility.
- 4.) Renter will make sure lights are off and door is locked upon departure
- 5.) Renter agrees to be a "good neighbor", and realizes that this is a residential neighborhood; excessively loud music or noise is unacceptable
- 6.) Any music being played will have to be lowered by 10pm.
- 7.) Renter agrees that this is a smoke free facility, and will supervise his/her guests in that respect
- 8.) Renter agrees that all minors will be supervised at all times
- 9.) No hard alcohol is allowed in the Community Center. If alcohol is desired, see Facilities Use Requirements. Renter agrees to use a licensed caterer to serve alcohol for over 50 guests.
- 10.) Renter agrees to keep Fire Lane clear. Only loading and unloading are permitted, No parking is allowed

The Renter, its successors, heirs and assigns hereby agree to hold the Town of Kent and the Lake Carmel Park District, and the Lake Carmel Park District Community Center, harmless and indemnify the Town in connection with any activity which takes place while the renter is using the Lake Carmel Park District Community Center. Furthermore, the Renter shall indemnify and hold harmless the TOWN, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney fees, or losses arising directly or indirectly out of the acts or omission hereunder by the TOWN or third parties under the direction or control of the TOWN

\_\_\_\_\_, we look forward to having you at the Lake Carmel Park District Community Center. Should you agree to all terms set forth above, please sign and date one copy of this letter and return it to : 25 Sybil's Crossing, Kent Lakes, NY 10512

Sincerely,

Pat Ravert  
Chairperson, LCPDCC

I agree to the terms as set above

\_\_\_\_\_  
Date: \_\_\_\_\_

**Lake Carmel Park District Community Center**  
**NO DATES ARE HELD UNTILL ALL FEES ARE PAID AND CONTRACT IS SIGNED**  
**APPLICATION FOR USE OF COMMUNITY FACILITIES**

Today's Date: \_\_\_\_\_ Date(s) requested: \_\_\_\_\_

Facility/Room(s) Requested: \_\_\_\_\_

Approved Room Capacity: Upper Meeting Room -64 persons  
Driscoll Hall -184 persons  
Full Facility-248 persons

**PLEASE  
CIRCLE ROOM  
REQUESTED**

**INFORMATION ABOUT YOUR GROUP:**

Name of Organization or Individual: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_ Your supervisor in charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ - \_\_\_\_\_ (night) \_\_\_\_\_

**INFORMATION ABOUT INTENDED USE OF COMMUNITY FACILITIES:**

Purpose of Use: \_\_\_\_\_

Do You Intend To Serve Alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_ (see separate alcohol policy)

Approx. Total Guests Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

**AGREEMENT:**

Renter must be present at event. For Resident Rate, Renter must be a Lake Carmel Park District.

No admission fee may be charged.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, (on behalf of \_\_\_\_\_) does hereby covenant and agree to defend, indemnify and hold harmless the Lake Carmel Park District Community Center, Town of Kent, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Lake Carmel Park District Community Center, Town of Kent property, facilities and/or services by \_\_\_\_\_.

\_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Renter/  
Organization's Representative

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Return All information forms, deposit and rental fees, along with Certificate of Insurance to:  
Lake Carmel Park District 25 Sybil's Crossing Kent Lakes, NY 10512

### **Lake Carmel Park District Community Center Facility**

The use of all Lake Carmel Park District Community Center facilities shall be subject to the approval of the Lake Carmel Park District Community Center Board of Directors, administered by the Lake Carmel Park District, Town of Kent.

1. Individuals and Organizations wishing to use the community center facilities must fill out and submit all applicable forms. The Lake Carmel Park District Community Center Board of Directors has the final authority on whether permission will be given.
2. Alcoholic beverages other than beer and wine in non-glass containers are prohibited within the Lake Carmel Community Center property. Kegs and barrels *are* also prohibited. No person less than 21 years of age may possess and/or consume alcoholic beverages in any area in the Town of Kent. An Alcohol Usage form must be submitted if you are planning to serve alcohol.
3. All posted rules must be adhered to. Rental agreements can be revoked at any time.
4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited. Those violating this prohibition will be ejected from the premises. By town ordinance, there will be absolutely no noise or music allowed after 11:00 PM (this includes monitoring departing guests and vehicles). Please be respectful of the neighbors in surrounding homes.
5. Any damage to the Lake Carmel Park District Community Center, caused by you or your guests shall be promptly repaired at the user's expense. **NO EXCEPTIONS** If maintenance personnel are not available at closing, the renter must make sure all doors and windows are locked and lights are turned out when leaving.
6. You (renter) are responsible for total clean up after your event, including any balloons or signs put up outside.
7. No deposit refunds within 30 days prior to event.
8. Any event with youth under 18 years of age requires the presence of adult supervision at all times.
9. **To reserve your date you must submit the following, within one week of date opening confirmation:**
  - a) Application/ information forms.
  - b) A check for \$150 security deposit (your deposit is returned after satisfactory inspection)
  - c) A check for the Full Rental Fee. (\*see fee schedule)
  - d) A Certificate of Insurance stating the date of your event and naming the Town of Kent/ Lake Carmel Park District Community Center, 10 Huguenot Rd. Lake Carmel, NY 10512 as CERTIFICATE HOLDER or ADDITIONAL INSURED. **THIS IS A MUST.** Call your insurance company to get this. Make checks payable to Lake Carmel Park District Community Center.
10. **Your date is not reserved until all of this information and all fees are submitted to Lake Carmel Park District, 25 Sybil's Crossing, Kent Lakes, NY 10512. A rental contract will then be mailed to you**

#### **11. Required Insurance:**

##### **For maximum of 50 guests, no alcohol served:**

Homeowners Insurance - Liability: \$500,000 limit of liability. Policy shall not exclude the off-premises of the insured

##### **For Maximum of 50 guests, alcohol served:**

Homeowners Insurance - Liability: \$1,000,000 limit of liability. Policy shall not exclude the off-premises of the insured.

##### **For over 50 guests:**

Homeowners Insurance - Liability: \$1,000,000 limit of liability. Policy shall not exclude the

12 A public telephone is located by the stairs to Driscoll Hall. The emergency number for Kent **Police** is 225-4600 and fire and ambulance is 911. The appropriate authority must be contacted in the-event of an emergency

#### Rental Fee Schedule

Rental Fees for Center by approved room capacity for six (6) hours rental which includes set-up and clean-up	Resident of Lake Carmel Park District Rental Rate	Non-Resident Rental Rate
Upper Meeting Room (64 persons)	\$100	\$150
Driscoll Hall (184 persons) Only 100 chairs- 10 tables	\$200	\$300
Full Facility (248 persons) Only 100 chairs- 10 tables	\$300	\$400

13. After your event, please leave the facility as you found it. Garbage must be in bags provided, tied, and walked outside to the gray garbage bins. The floor must be swept and mop up any spills. The Kitchen must be left clean and any kitchen utensils and appliances must be cleaned, dried and put away for the next person's use. Tables must be washed and free of liquid and food residue.

14. Thank you for using our Lake Carmel Community Center which is run and maintained by volunteers from the Lake Carmel Park District for the enjoyment of our residents.

# **Lake Carmel Park District Community Center**

## **ALCOHOL USE POLICY**

Alcoholic beverages Other than beer and wine in Non-glass containers are prohibited within the Lake Carmel Park District Community Center property. Kegs and barrels are also prohibited. No person less than 21 years of age may possess and/or consume alcoholic beverages in any area of the Lake Carmel Park District Community Center.

If there is alcohol being served, SERVICE OF ALCOHOL MUST END one hour before the end of the event (this does not include clean-up time).

If alcohol is being served to a party of more than 50 people, a licensed caterer must be hired to serve. Under 50 people does not require a caterer with a liquor license. For all parties where alcohol is being served, homeowners insurance with \$ 1,000,000 liability must be provided.

If a caterer is used to dispense alcohol, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a certificate of insurance, demonstrating proof that the caterer has the following coverages:

### **Commercial General Liability Liquor Liability**

Limits of \$1 Million each Occurrence. \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Personal/Advertising Injury Liability/ \$50,000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense.

### **Liquor Liability**

\$1 Million each Occurrence and \$2 Million Aggregate.

### **Workers Compensation and Employers Liability**

**Statutory limits and coverages.**

Lake Carmel Park District Community Center, Town of Kent, shall be listed as an additional insured on the Commercial General Liability and Liquor Liability Policies.

# Lake Carmel Park District Community Center

## ALCOHOL USAGE FORM

Today's Date: \_\_\_\_\_

Facility/Room Requested \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Time: \_\_\_\_\_ Your supervisor in charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Approx. Total Guests Expected: \_\_\_\_\_

### AGREEMENT

As host, I understand that it is my responsibility to comply with all liquor laws in New York State, including the prohibition of serving alcohol to persons exhibiting signs of intoxication or to anyone under the age of 21. I understand that alcoholic beverages, other than beer and wine in non-glass containers, are prohibited within the Lake Carmel Park District Community Center property. Kegs and barrels are also prohibited. For more than 50 guests a licensed caterer with a liquor license is required to serve alcohol at the Lake Carmel Community Center.

\_\_\_\_\_

\_\_\_\_\_

Signature of Renter /  
Organization's Representative

Print Name

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_